United Nations ST/IC/2013/19

Secretariat

2 July 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for 2014**

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme in 2014 in accordance with the provisions of administrative instruction ST/AI/2011/1 of 23 March 2011.

Eligibility

2. Administrative instruction ST/AI/2011/1 defines the conditions under which staff members may be granted sabbatical leave. For purposes of eligibility for the 2014 sabbatical leave programme, section 2 of instruction ST/AI/2011/1 provides that the programme is "open to United Nations staff members who, at the time of application, have completed five years of service with the Secretariat within the last six years and are expected to serve with the Secretariat for no less than two years after completion of the sabbatical leave, subject to staff rule 4.13 (c)".

Selection of institution

3. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their research or study project and for securing their acceptance by that institution or organization. In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University and institutions that are members of the Academic Council on the United Nations System, research or study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council contained in annex II to the present circular, the list of participating research and training centres of the United Nations University contained in annex III and other participating institutions contained in annex IV.

* Expiration date of the present information circular: 31 December 2013.

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Application procedures

4. Each application must include the following documents:

(a) Application form contained in annex I to the present circular;

(b) Proposal describing the research project;

(c) Written endorsement by the head of department/office/mission or chief of staff responsible for the work of the applicant during the proposed research or study project. The endorsement shall include a clear indication of why the research or study project is of value to the department/office/mission and the Organization;

(d) Two to three signed letters of recommendation;

(e) Written correspondence on potential acceptance from the proposed sabbatical institution.

As part of the United Nations greening initiative, applicants must submit their applications with all supporting documentation electronically through their respective head of department/office/mission or chief of staff. All applications should be directed to sabbatical@un.org. Applicants at mission locations or duty stations where Internet availability is inadequate may submit paper applications via their head of department/office/mission or chief of staff to Mr. Kushal Ramyad, Officer-in-Charge, Sabbatical Leave Programme, S-1839, 405 East 42nd Street, New York, New York 10017. All applications should be received by midnight EDT on 25 October 2013. For offices away from Headquarters, applications received directly from applicants will **not** be considered.

5. The proposal, which may not exceed four pages,* should contain the following information:

(a) Title of the research or study project;

(b) Field of the research or study project;

(c) Rationale for the research or study project;

(d) Relationship of the research or study project to the work of the individual and to the work of the Organization;

(e) Outline of topic or topics to be covered;

(f) Study or research activities, including where the research will be conducted;

(g) Detailed methodology;

(h) Schedule of work of the research or study project, with an indication of any preparatory work already accomplished;

(i) Usefulness of the expected outcome of the research or study project and its value to the department/office/mission and the Organization.

6. Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their research or study project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

* Applications exceeding four pages will not be accepted.

7. The terms of the proposal submitted by the staff member shall be binding and cannot be modified or adjusted after the deadline. **Late or incomplete applications will not be considered; no exceptions will be made.** Applicants should review and check the appropriate boxes on the application checklist contained in annex V to the present information circular **before** submitting an application.

8. All proposals will be evaluated by a selection committee on the basis of the criteria set out in administrative instruction ST/AI/2011/1. Each applicant and his/her head of department/office/mission or chief of staff will be informed of the decision of the selection committee regardless of the result of the application. The selected staff members will be requested to accept in writing the specified conditions of the award. The committee's decision on the application is final.

9. The staff member is expected to complete the sabbatical leave continuously once he/she has started his/her sabbatical leave.

10. The application form contained in annex I is also available online in English and in French (United Nations intranet — forms, form P.298-E or -F).

11. All sabbatical leave applicant reports shall be vested in the United Nations, in accordance with staff rule 1.9 on proprietary rights.

Annex I

Sabbatical leave programme application form for 2014

1. As part of the United Nations greening initiative, applicants must submit their applications with all supporting documentation electronically through their respective head of department/office/mission or chief of staff. All applications should be directed to sabbatical@un.org. Applicants at mission locations or duty stations where Internet availability is inadequate may submit paper applications via their head of department/office/mission or chief of staff to Mr. Kushal Ramyad (ramyad@un.org), Officer-in-Charge, Sabbatical Leave Programme, S-1839, 405 East 42nd Street, New York, New York 10017. All applications should be received by midnight EDT on 25 October 2013. For offices away from Headquarters, applications received directly from applicants will **not** be considered.

A. Personal information

Name (last, first, middle initial) _____ Index No. _____

Functional title/field of work _____ Gender _____

Category/level _____ Type of contract _____

Contract expiration date _____

Department/office/mission _____

Name of approving head of department/ office/mission or chief of staff _____

Functional title of endorser _____ Category/level of endorser _____

Duty station _____

Telephone _____ E-mail _____

Entry on duty: Secretariat _____ Entry on duty: Present duty station _____

Title of proposed research or study project _____

Is your research or study project intended to complete a degree? (please circle) Y / N — If yes, please explain _____

Have you applied for sabbatical leave before? (please circle) Y / N — If yes, when? _____

Have you participated in the sabbatical leave programme before? (please circle) Y / N — If yes, when? _____

Will the duration of your research or study project exceed four months? (please circle) Y / N — If yes, please state the duration _____

B. Background

2. Please indicate any professional experience that enhances your ability to carry out your proposed research or study project.

3. Please provide details concerning your university studies.

Degree	*University/country*	*Area of study*	*Year graduated*

4. Two to three letters of recommendation must be provided. No more than three letters will be considered by the committee. The letters should be obtained from professionals, within or outside the United Nations, who are familiar with your work and are in a position to appraise your ability to carry out the research or study project you have proposed and to attest to your ability to undertake independent work. In the space provided, give the names, titles and institutional affiliations of the professionals who will be providing the letters of recommendation. The letters are only valid for one year. Letters written more than one year prior to the application are not acceptable. Please send the letters together with other application materials.

Name	*Titles*	*Institutional affiliations*

5. If relevant, please indicate below your teaching and/or research experience, including a list of your publications, if any (attach an additional sheet if necessary).

☐ Teaching ☐ Research ☐ Publication

Date	*Subject matter*	*Institution/place*

Date	*Subject matter*	*Institution/place*

C. Placement

6. Please indicate the name and address of the institution or organization in which you wish to carry out your research or study project. Please attach copies of any preparatory correspondence between you and the institution that is relevant to the proposed research or study project.

Name of institution/organization	*Address*

7. Check which of the following services and/or facilities, if any, is the institution willing to provide to you during the period of your sabbatical leave:

- ☐ Adviser
- ☐ Office space
- ☐ Communication facilities (fax, telephone, computer)
- ☐ Other _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements made thus far and for carrying out any related administrative work.

_____ _____

Signature of staff member Date

Annex II

Institutional members of the Academic Council on the United Nations System

(Please note it is not obligatory to carry out research with one of the institutions listed below.)

Academic Platform Switzerland UN

Bard Center for Environmental Policy

Centre for International Governance Innovation

Citizens for Global Solutions

Dag Hammarskjöld Foundation

Department of Political Science, Lund University

Development and Peace Foundation

Dickey Center for International Understanding, Dartmouth College

Düsseldorf Institute for Foreign and Security Policy

Elliott School of International Affairs, George Washington University

Environmental Ambassadors

European Association of Development Research and Training Institutes

Friedrich Ebert Stiftung

Geneva Centre for Security Policy

Georgia College and State University

German Development Institute

Graduate Institute of International and Development Studies

Harvard College Library

Institute for Development and Peace

Institute for Human Rights, Åbo Akademi University

Institute of International Relations, University of the West Indies

International Association for Humanitarian Medicine

International Cooperation Research Association

International Jurist Organization

International Network for Terminology (TermNet)

International Peace Institute

International Security Studies, Yale University

Japan Association for United Nations Studies

Joan B. Kroc Institute for International Peace Studies, University of Notre Dame

John F. Kennedy School of Government, Harvard University

Leuven Centre for Global Governance Studies

Manitoba Chair of United Nations Studies

Mershon Center for International Security Studies, Ohio State University

Monarch Business School

Monterey Institute of International Studies

Norwegian Institute of International Affairs

Peace and Governance Programme, United Nations University

Peace Operations Training Institute

Pontifícia Universidade Católica de Minas Gerais

Ralph Bunche Institute for International Studies

School of Law, Flinders University

United States Institute of Peace

United Nations Association of Germany

Universidad Externado de Colombia

University of Alberta

University of Cape Town, Centre for Film and Media Studies

University of Denver

University of Ottawa, Centre for International Policy Studies

World Academy of Arts, Literature, and Media — School of Cultural Diplomacy

Webster University, Vienna

World Federation of United Nations Associations

Annex III

United Nations University participating centres

(Please note it is not obligatory to carry out research with one of the institutions listed below.)

Under its charter, adopted by the General Assembly in 1973, the United Nations University is a voluntarily funded autonomous organ of the Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. The University is organized on a networking principle.

The locations of specific United Nations University research and training activities include:

1. **United Nations University headquarters, Academic Division, Tokyo**

   http://www.unu.edu

2. **United Nations University Institute of Advanced Studies, Yokohama, Japan**

   http://www.ias.unu.edu

3. **United Nations University World Institute for Development Economics Research, Helsinki**

   http://wider.unu.edu

4. **United Nations University Maastricht Economic and Social Research and Training Centre on Innovation and Technology, Maastricht, the Netherlands**

   http://www.merit.unu.edu

5. **United Nations University Comparative Regional Integration Studies, Bruges, Belgium**

   http://www.cris.unu.edu

6. **United Nations University Institute for Environment and Human Security, Bonn, Germany**

   http://www.ehs.unu.edu

7. **United Nations University International Network on Water, Environment and Health, Hamilton, Canada**

   http://www.inweh.unu.edu

Annex IV

Other participating institutions

(Please note it is not obligatory to carry out research with the following institution.)

The Office of Human Resources Management works to enhance dialogue and build contacts between the United Nations and other organizations and institutions engaged in related work worldwide.

The locations of specific organizations and institutions that participate in the United Nations sabbatical leave programme include:

University for Peace, Costa Rica

http://www.upeace.org

Annex V

Application checklist

- ☐ Application form contained in annex I to the information circular.
- ☐ Proposal describing the research project:
  - ☐ Title of the research or study project;
  - ☐ Field of the research or study project;
  - ☐ Rationale for the research or study project;
  - ☐ Relationship of the research or study project to the work of the individual and to the work of the Organization;
  - ☐ Outline of topic or topics to be covered;
  - ☐ Study or research activities, including where the research will be conducted;
  - ☐ Detailed methodology;
  - ☐ Schedule of work of the research or study project, with an indication of any preparatory work already accomplished;
  - ☐ Usefulness of the expected outcome of the research or study project and its value to the department/office/mission and the Organization.
- ☐ Written endorsement by the head of department/office/mission or chief of staff responsible for the work of the applicant during the proposed research or study project.
- ☐ Two to three signed letters of recommendation written within the last year.
- ☐ Written correspondence on potential acceptance between the applicant and the proposed sabbatical institution.

United Nations ST/IC/2013/20

Secretariat

8 July 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Review for consideration for the granting of a continuing appointment, as at 1 July 2012**

1. Pursuant to General Assembly resolution 65/247, in which the Assembly approved the granting of continuing contracts as at 1 January 2011 to eligible staff members, the present circular sets out the procedures for the conduct of the 2012 annual review of staff eligible for consideration for conversion to a continuing appointment, in accordance with the provisions of administrative issuances ST/SGB/2011/9 and ST/AI/2012/3.

Eligibility criteria

2. In order to be eligible for consideration for the granting of a continuing appointment, staff members must satisfy the criteria set out in section 2 of ST/SGB/2011/9, on continuing appointments, and section 2 of ST/AI/2012/3, on the administration of continuing appointments, by the eligibility date of 1 July 2012.

Procedures

2012 post envelopes and availability of continuing appointments[1]

3. The Assistant Secretary-General for Human Resources Management has calculated the global level of post envelopes for this review as follows: the post envelope for the Professional and higher categories and the Field Service category is 6,869, and the post envelope for the General Service and related categories is 4,321.

4. In view of the cumulative number of existing continuing and permanent appointments in each of the post envelopes, it has been determined that the total maximum number of continuing appointments that can be given for this review will be 3,342 for the Professional and higher categories and the Field Service category and 429 for the General Service and related categories.

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* Expiration date of the present information circular: 31 December 2013.

[1] An explanation of the calculation of the post envelope can be found in paragraphs 51 and 52 of resolution 65/247.

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Start of the review process

5. On the basis of a prima facie review of appointment records for the five years preceding the 1 July 2012 eligibility date, the Office of Human Resources Management has identified a preliminary list of potentially eligible candidates in each department or office and will transmit the list to those departments or offices for verification and amendment, if needed, in accordance with paragraph 5.2 of ST/SGB/2011/9 and paragraph 4.2 (d) of ST/AI/2012/3.

6. Candidates who have been identified as potentially eligible will receive an automatic e-mail generated in Inspira indicating that their names have been submitted to the heads of their departments or offices for review.

7. Each head of department or office shall review the eligibility of the staff members serving with them at the time of the review. A staff member who is on temporary assignment to an office in the Secretariat other than his or her parent office as at the eligibility date will be considered by the parent department or office, in consultation with the office in which the staff member currently serves, as appropriate.

8. The review exercise will be conducted through Inspira. The relevant menus for the review will be open in Inspira only to staff members who have been identified in accordance with paragraph 6 above. Staff members who believe that they are eligible and who have not received e-mail notification of their eligibility for review should contact their executive office or local personnel office to request review for inclusion by the deadline, which will be announced on iSeek.

Stage 1: eligibility review

9. Staff members who have been notified that their records will be subject to review will be given the opportunity to comment on their data. Staff members who wish to avail themselves of this opportunity can log on to Inspira, review their eligibility data and provide comments and attachments by the established deadline, to be announced on iSeek. It should be noted that such a review by the staff member is not mandatory. Once the staff review period has elapsed, staff members will not be able to provide additional information through Inspira, and the executive office or local personnel office will proceed with the review of existing records.

10. The executive office or local personnel office will then review the data of potentially eligible candidates. Staff members may be contacted during the review period to clarify any of the submissions that they have made or to request additional information. On the basis of the review of the data, a determination will be made by the executive office or local personnel office as to whether or not the staff member is eligible for consideration for conversion to a continuing appointment.

11. Because this is a global exercise, executive offices and local personnel offices must complete the eligibility review of all staff members under their purview by the same date, as indicated on the calendar that will be published in iSeek.

12. Once executive offices and local personnel offices have completed their eligibility reviews, all staff members whose records have been reviewed will be notified of their eligibility status.

Stage II: point allocation review

13. In the event that the number of continuing appointments to be awarded under a given post envelope is larger than the number of eligible staff members in that envelope, there will be no need to conduct the point allocation review, as all eligible candidates will be awarded continuing appointments, in accordance with paragraph 5.2 of ST/SGB/2011/9.

14. In the event that the number of continuing appointments to be awarded under a given post envelope is smaller than the number of eligible staff members in that envelope (after review in stage I above), candidates deemed eligible by their executive office or local personnel office will be advised of the calendar of operations and will again be given the opportunity to comment on their data records for the purposes of point allocation. Please refer to the annex to the present information circular for a list of the criteria that will be used.

15. Staff members who wish to avail themselves of this option will be able to log on to Inspira, review their point allocation data and provide comments and attachments by the established deadline, to be announced on iSeek. It should be noted that such a review by the staff member is not mandatory. Once this period has elapsed, staff members will not be able to provide additional information through Inspira, and the executive office or local personnel office will proceed with the review of the existing records.

16. On the basis of the review of the data, the executive office or local personnel office will determine the points to be awarded to each eligible candidate in accordance with section 3 of ST AI 2012/3. The executive office or local personnel office may contact the staff member during the review period to clarify any of the submissions that he or she has made or to request additional information.

17. The time frame required for this second review will be announced to Executive Offices and local personnel offices once it is known how many cases have to be reviewed for points. Executive offices and local personnel offices must complete the point allocation review of all the staff under their purview by the deadline given.

18. All eligible staff members will be notified of the points that they have been awarded by their executive office or local personnel office at the end of the point allocation review period.

Final ranking

19. Once all heads of departments or offices have transmitted to the Office of Human Resources Management the final list of eligible staff members under their purview and the points allocated to them, the Office shall centralize the information received and create two lists of eligible staff members according to rank: one list for the Professional and higher categories and the Field Service category and another for the General Service and related categories, in accordance with paragraph 5.3 of ST/SGB/2011/9.

20. Staff members who are awarded equal numbers of points shall be ranked on the basis of length of continuous service.

21. As the review is conducted on a global basis, there shall be no relationship between the number of posts in the envelope per department or office and the

number of staff members who could be granted a continuing appointment in that department or office.

Review by the Office of Human Resources Management and granting of appointments

22. Before a decision is made on the granting of continuing appointments, the Office of Human Resources Management will review top-ranked and successful staff members to ensure that they also meet the criteria set out in paragraph 2.1 (b), (e) and (f) of ST/SGB/2011/9 at the time of the granting of the appointment.

23. If a decision is made not to renew a staff member's expired fixed-term appointment during the review period, the appointment will not be extended to cover the full duration of the review period. The staff member will be excluded from the final ranking list.

24. Staff members who meet the eligibility criteria at the start of the review period and are thereafter seconded to another United Nations entity, go on special leave for any period of time or separate from the Organization during the review period shall also be withdrawn from the review.

25. Once the final ranking has been established and the Assistant Secretary-General for Human Resources Management has confirmed that all top-ranked candidates continue to meet the criteria for the granting of continuing appointments, in accordance with paragraphs 5.4 and 5.6 of ST/SGB/2011/9, the Assistant Secretary-General will certify the list of staff in each post envelope who can be awarded a continuing appointment.

26. The effective date of continuing appointments shall be the date on which the Assistant Secretary-General for Human Resources Management makes the final determination of which staff members are to be granted continuing appointments.

Outcome and relationship to future reviews

27. All staff members deemed eligible for conversion will receive a notification from the Office of Human Resources Management on the status of the review at the end of the exercise.

28. Staff members who have met the eligibility requirements set out in section 2 of ST/AI/2012/3 but have not been granted a continuing appointment owing to the level of the relevant post envelope will have to satisfy those eligibility requirements again in future years, once they are eligible for consideration for the granting of a continuing appointment in the post envelope. In such cases, the department will update the information related to new periods of service for the purposes of eligibility and point allocation.

Annex

Allocation of points

Criteria	*Points*
1. Performance rating for the past four performance reports	
• Exceeds expectations (or equivalent)	• 7 points for each report (for at least a one-year period)
• Frequently exceeds expectations (or equivalent)	• 5 points for each report (for at least a one-year period)
2. Service of at least one year (continuous) in a hardship duty station:	
• Categories A and B	• 1 point per tour of duty[a]
• Category C	• 3 points per tour of duty
• Category D	• 5 points per tour of duty
• Category E	• 7 points per tour of duty
3. Service of at least one year (continuous) in a non-family duty station	2 points per tour of duty
4. Geographic mobility for at least one year (continuous)[b]	3 points per tour of duty
5. Functional mobility for at least one year (continuous)[c]	2 points per tour of duty
6. Proficiency in one official language of the United Nations other than one's mother tongue	2 points
7. Each additional year of service beyond five years	1 point for each year

[a] "Tour of duty" is defined as an assignment. For the purposes of the scheme, "assignment" is defined as the initial appointment to a duty station or the reassignment to a new duty station of one year or more, where the staff member's official travel to the duty station has been paid and assignment grant paid.

[b] "Geographic mobility" is defined as movement between two duty stations in different countries, with continuous periods of service of at least one year's duration in each duty station.

[c] "Functional mobility" is defined as continuous service of at least one year's duration in each different position in different job families. For the purposes of the present information circular, job families are recognized as being equivalent to occupational groups, that is, occupations existing within the entities of the common system grouped by categories of work on the basis of similarity of function.

United Nations ST/IC/2013/21

Secretariat

16 July 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the New York General Service Classification Appeals Committee**

1. The purpose of the present circular is to inform the staff that the membership of the New York General Service Classification Appeals Committee is as follows:

Chair: Ms. Maha El-Bahrawi

Members representing the Administration:

Ms. Adrienne Palacios
Mr. Teddy Keya

Members representing the staff:

Mr. Ronald Critchlow
Ms. Alicia Lovell-Squires

2. Ms. Elza Maharramova has been designated Secretary of the Committee.

3. The terms of reference of the Committee are set out in section 7 of administrative instruction ST/AI/1998/9 and Corr.1.

* This circular will be in effect until further notice.

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